

Need Information? Use the [Communication Matrix](#) to get answers.

State Purchasing Communication Matrix		
Information Needed	Topic	Contact
Open Records Requests	Open Records Requests	State Purchasing Help Desk Phone: 404-657-6000 Email: records.management@doas.ga.gov
Policy and Official Forms	Location and use of State Purchasing Official Forms	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-651-9289 (Donna File, Director) • 404-656-5340 (Josh Borden, Policy Manager) • 404-656-5907 (Maggie Clarke, Audit Supervisor) • 404-656-1771 (Veronica Giles, Audit Supervisor) • 404-463-2103 (Keith Nixon, Audit Supervisor) Email: ProcessImprovement@doas.ga.gov
	Procedures for obtaining special approval from State Purchasing	
	State Policy Questions	
Protests	Suppliers' challenges to the State's procurement process	Fax: 404-656-0934 Email: protests@doas.ga.gov U.S. Mail: DOAS - Attn: Leslie Lowe Assistant Commissioner State Purchasing Division 200 Piedmont Ave., SE Suite 1302, West Tower Atlanta, GA 30334-9010
Request for Proposal Process (RFP)	Processes for completing RFP milestones and deliverables	Josh Borden Policy and Operations Manager Phone: 404-656-5340 Email: Josh.Borden@doas.ga.gov
	Proper use of RFP forms	
	RFPs that exceed the Delegated Purchase Authority	Darryl Mitchell Strategic Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov

State Purchasing Communication Matrix

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Statewide Contracts	Mandatory and Convenience Statewide Contracts and understanding the difference	Darryl Mitchell Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov
	What is included on a specific Statewide Contract	
	When to lease vs. buy	Goods Category Team Clarence Ingram Group Category Manager Phone: 404-657-4297 Email: Clarence.Ingram@doas.ga.gov
	How to obtain the best discount on a specific Statewide Contract	Services Category Team Ricky Beal Group Category Manager Phone: 404-657-8390 Email: Ricky.Beal@doas.ga.gov
		IT Category Team Jeffrey Rolsten Group Category Manager Phone: 404-656-5451 Email: Jeffrey.Rolsten@doas.ga.gov
Self Audit Tools	Self-Audit Procedures: Compliance Audits Purchasing Card Audits	Process Improvement Team Phone: <ul style="list-style-type: none"> • 404-651-9289 (Donna File, Director) • 404-656-5340 (Josh Borden, Policy Manager) • 404-656-5907 (Maggie Clarke, Supervisor) • 404-656-1771 (Veronica Giles, Audit Supervisor) • 404-463-2103 (Keith Nixon, Audit Supervisor) Email: ProcessImprovement@doas.ga.gov
	Location and use of the Self-Audit Tools	
Statewide Card Programs	Use of State Purchasing Card, State Fuel Card, or State Travel Card	John Thomason State Cards Program Manager Phone: 404-656-5344 Email: pcard@doas.ga.gov or John.Thomason@doas.ga.gov
	Policy issues for State Purchasing Card, State Fuel Card, or State Travel Card	

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Supplier Assistance	Certification for Minority Business Enterprise (MBE)	Dorna Werdelin Supplier Outreach & Communications Supervisor State Purchasing Division (404) 463-4044 Dorna.Werdelin@doas.ga.gov
Vendor Performance Reports	Supplier Issue Resolution	Darryl Mitchell Sourcing Director Phone: 404-656-5342 Email: Darryl.Mitchell@doas.ga.gov
Technical Support	Team Georgia Marketplace™ eSource Georgia Procurement Registry State Purchasing Website Registration – Suppliers & Buyers Procedural Issues Responding to a Solicitation Posting a Solicitation	State Purchasing Help Desk Phone: 404-657-6000 Email: procurementhelp@doas.ga.gov
State Purchasing Communications	Communication Issues	Dorna Werdelin Supplier Outreach & Communications Supervisor State Purchasing Division (404) 463-4044 Dorna.Werdelin@doas.ga.gov